

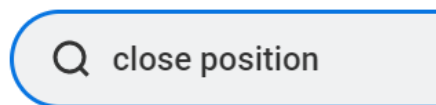
Manager- Close a Position

USER GUIDE

As a Manager, once a position has been filled or is no longer needed, you would use this job aid to Close a Position. It is important to act on this to maintain accurate records.

CLOSING A POSITION

1. From the Search bar, enter **Close Position**.

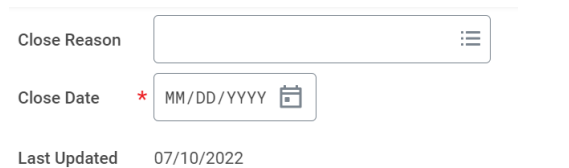
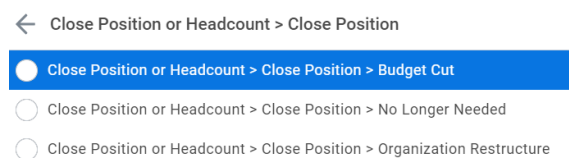


2. Enter in the position title, or search for it from the lists. Hit **Enter**.




Once the position fills, hit **OK**.

3. Choose a **Close Reason** from the list and then **Close Date**

4. Enter any **comments**, then hit **Submit**.
5. This then routes to the Recruiter Partner for further review and approval.



Notes: Once the Close Position process is completed, the closed position will no longer be available to fill. Managers will not be able to see the position in their org charts. The action can only be taken on vacant positions or when you initiate a separation.